

**27 SEPTEMBER 1999**



**Personnel**

**AIR FORCE DISTINGUISHED EQUAL  
EMPLOYMENT OPPORTUNITY AWARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Ms. Mary A. Young)  
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Certified by: HQ USAF/DPC  
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This instruction implements AFD 36-2, *Employment and Affirmative Action*. It explains the award eligibility requirements, nomination procedures, and selection criteria. It applies to all military and civilian personnel, including those paid from nonappropriated funds (except employees of the Army and Air Force Exchange Service).

**SUMMARY OF REVISIONS**

This revision, interim change (IC) 99-1 provides additional guidance for submitting nominations. A bar (|) preceding a paragraph indicates changes from the previous edition.

**1. Purpose of the Award.** To recognize individuals for outstanding support and contributions to the objectives of the Air Force Civilian Equal Employment Opportunity (EEO) and Affirmative Action Program (AAP) and to provide visibility for the Air Force commitment to EEO and affirmative action.

**2. Responsibility for Award.** Chiefs, Affirmative Employment Program, at all levels will ensure that commanders, managers, supervisors, and employees are aware of the distinguished EEO award. Major commands (MAJCOM) should encourage installations to nominate deserving individuals in all categories. Installation nominations are limited to one nominee for each category.

**3. Description and Criteria for Award.** This award recognizes Air Force military and civilian personnel for distinguished service, during the period covered, in support of the EEO and AAP in the categories listed below:

**3.1. Commander Action.** This category is designed for commanders of MAJCOMs, separate operating activities, direct reporting units, intermediate commands, and wing, base, or tenant organiza-

tions. Nominees must have demonstrated their personal commitment to the Air Force EEO and AAP goals through achievement of positive affirmative actions or results-oriented management objectives.

**3.2. Management Action.** This category is designed for civilian and military managers who have provided leadership in the area of EEO and AAP. Nominees must have demonstrated superior managerial abilities in the development and implementation of initiatives within their organization supporting EEO and affirmative action objectives. Such initiatives must have resulted in positive changes in the areas of recruitment, employment, or other developmental opportunity programs.

**3.3. Supervisory Action.** This category is designed for first level civilian and military supervisors who have established a positive affirmative action program at their work sites to further equality of opportunity for employees. Nominees must have demonstrated superior abilities in fulfilling the objectives of the EEO and AAP through Developmental Opportunity Program initiatives, career development activities, incentive awards, or other employment processes.

**3.4. Affirmative Action.** This category is designed for civilian and military personnel who have demonstrated superior achievements in pursuing affirmative action goals. Nominees must have clearly demonstrated their contributions through measurable accomplishments toward attaining the Air Force affirmative action goals.

**3.5. Complaint System.** This category is designed for civilian and military personnel who have demonstrated exceptional ability in the area of counseling, investigating, or resolving complaints of discrimination. Nominees must have clearly demonstrated their participation in the fair and timely resolution of complaints.

**3.6. Special Emphasis Programs.** This category includes five separate awards covering the Federal Women's, Hispanic Employment, Black Employment, American Indian/Alaskan Native Employment, and Asian American/Pacific Islander Employment Programs. It is designed for civilian and military personnel who have contributed significantly to the employment and advancement of minorities or women. Nominees must have clearly demonstrated their contributions through training programs, community involvement, effective recruitment, increased representation of minorities and women, positive management involvement, and cultural awareness.

**3.7. Selective Placement Program.** This category is designed for civilian and military personnel who have made a significant contribution to the employment or advancement of people with disabilities. Nominees must have clearly demonstrated their contributions through training programs, effective recruitment, increased representation of disabled persons, and positive management involvement.

**4. Eligibility Requirements.** The following criteria are used to determine eligibility:

4.1. Military and civilian personnel who have demonstrated leadership in and commitment to furthering the EEO and AAP objectives. Nominees must have made significant contributions in support of one of the categories defined above.

4.2. At the time of nomination, military nominees must be on active duty status and civilian nominees must be current Air Force employees.

**| 5. Nomination Procedures:**

5.1. Nominations will cover the period 1 October through 30 September.

5.2. The servicing Civilian Personnel Flight (CPF) will forward an original typed AF Form 741, **Nomination for Distinguished EEO Award**, and a brief citation to their MAJCOM along with a statement from each nominee authorizing release of personal data.

5.3. An individual will be nominated under one category only. The previous year award winners will not normally be nominated two years in succession. When such nominations are submitted, the justification must highlight the additional, substantial contributions in furthering the EEO and AAP objectives above the previous year's nomination. The facts supporting the achievements or contributions of the nominees must be stated concisely, limited to the period covered, and must clearly define the results achieved in the specific category.

5.4. When appropriate, and to further substantiate the nomination, statistical data may be included to reflect increased representation or advancement of minorities, women, or people with disabilities. Narrative justifications may be continued on plain bond paper, not to exceed two additional typed pages.

5.5. All nominations are processed through the servicing CPF and submitted to the owning MAJCOM/DPC who will select the nominees to represent their command in the final Air Force competition.

5.6. MAJCOMs will submit no more than one nomination for each category to HQ USAF/DPDFC by 15 November of each year. Each nomination package will contain a cover letter signed by the MAJCOM/FOA/DRU commander, vice commander, or executive director, and will contain an original AF Form 741, the citation, and appropriate release statement from each nominee.

5.7. MAJCOMs are responsible for ensuring that all nominations are substantive and fully meet the criteria established by this instruction. Nominations which do not meet the prescribed criteria will not be considered and will be returned to the MAJCOM.

## 6. Selection of Award Winners.

6.1. The Air Force Incentive Awards Board (AFIAB) will review the nominations and make recommendations for selection. AFPOA/DPW will submit the AFIAB recommendations on award winners to HQ USAF/DPCH.

6.2. HQ USAF/DPCH will submit the final recommendations to the Chief of Staff and the Secretary of the Air Force for selection of the final winner for each category.

6.3. HQ USAF/DPCH will notify the MAJCOMs of the award recipients.

## 7. Awards and Presentations.

7.1. Winners will receive a letter signed by the Secretary of the Air Force, an engraved plaque, and AF Form 742, **The Distinguished Equal Employment Opportunity Awards Certificate of Achievement**.

7.2. All other nominees will receive letters and AF Form 1982, **Certificate of Appreciation**, signed by the Director, Civilian Personnel Policy and Personnel Plans.

7.3. The awards will be presented to the recipients with appropriate recognition ceremonies. AF Form 1982 will be forwarded through MAJCOMs for appropriate presentation.

**8. Publicity Requirements.** In order to ensure adequate media coverage and publicity, the servicing CPF of final Air Force award winners should provide, to the public affairs office, DD Form 2266, **Home-town News Release Information**, for military members and civilian personnel. Commanders should ensure appropriate publicity to support the intent of this program.

**9. MAJCOM and Installation Award Program.** MAJCOMs and installations may develop their own award program for command or local recognition of individuals. Such programs should parallel the Air Force format.

**10. Forms Prescribed.** AF 741, AF 742, AF 1982, and DD 2266.

MICHAEL D. McGINTY, Lt General, USAF  
DCS/Personnel

**Attachment 1****IC 99-1 TO AFI 36-2866, AIR FORCE DISTINGUISHED EQUAL EMPLOYMENT  
OPPORTUNITY AWARD****27 SEPTEMBER 1999****SUMMARY OF REVISIONS**

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